

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

<b>TOPIC:</b>	Summer Flex Schedule For 12-month employees	<b>ITEM NO:</b>	10 A
<b>PREPARED BY:</b>	Jean S. Murray, Superintendent	<b>MEETING:</b>	February 28, 2006
	Valerie Cottongim, Office of Public Information	<b>ACTION DATE:</b>	No action requested Information only

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### ACTION REQUESTED BY THE SUPERINTENDENT:

To share information with the School Board concerning the proposed summer flex schedule for 12-month employees.

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### KEY POINTS:

At the request of the School Board, a division-wide flex time committee was convened to discuss the summer flex schedule for 2006. All 12-month employees were invited to attend two discussion sessions, one in August 2005 and the other in January 2006. Fewer than 20 of the eligible employees attended the meetings.

A request for email responses were also solicited from 12-month employees regarding their opinion on flex-time during the summer.

The employees who attended the discussion sessions reviewed all of the issues surrounding flex time in the summer. The plans for flex time extended along a continuum from having no flex schedule during the summer with all offices open from 8 a.m. to 4:30 p.m., to everyone flexing working four ten-hour days with offices open Monday through Thursday and all offices closed on Friday.

The employee group determined that the "Flex Fridays Optional" plan would be the best plan to implement. This plan allows employees to flex if they so choose, working four ten-hour days, Monday through Thursday. On Friday all offices will be closed to the public, but non-flexing employees may work from 8 a.m. to 4:30 p.m. in the buildings on Friday. The business hours of all offices will be 8 a.m. to 5 p.m. Monday through Thursday. Supervisors will ensure that all offices are covered during the posted office hours.

This proposed plan met the needs of the maintenance and custodial groups who had special needs that conflicted with previous flex schedules and with the employees who are unable to flex due to childcare arrangements or health needs.

Flex work hours will be 7 a.m. to 5 p.m., 7:30 a.m. to 5:30 p.m., 8 a.m. to 6 p.m., or 8:30 a.m. to 6:30 p.m. Each supervisor will coordinate the necessary departmental coverage to continue providing the level of service.

Flex will begin the week of June 19<sup>th</sup> and continue through the week of August 14. Due to the holiday, there will be no flex during the July 4<sup>th</sup> week.

Summer school will be held Monday through Thursday.

**SCHOOL BOARD GOAL:**

**Goal 6**—Introduce programs to enhance employee status, within the school division and the community at large, so that employees are award of their value to school and community.

**FUNDING SOURCE:** Not applicable

**AUTHORIZATION REFERENCE:** Policy 5-12, Work days/ Hours of Employment